Software Support Document - Help

Product Information	
Product Name	Easy Digital Album
Company	Avb Photoworld
Version	4.0
Release Date	01.11.2026

1. Introduction

1. **Easy Digital Album (EDA 4.0)** is a professional album design software created to help photographers turn their images into beautifully designed photo albums. Combining a powerful set of design tools with an intuitive interface, EDA 4.0 makes it easy to create, customize, and prepare album layouts for production.

The application offers a range of features designed to simplify the album design process, including continuous page flow, automatic spread filling, smart guides and alignment tools, image masks, and more. Helpful tooltips and clear interface elements make the tools easier to understand and use.

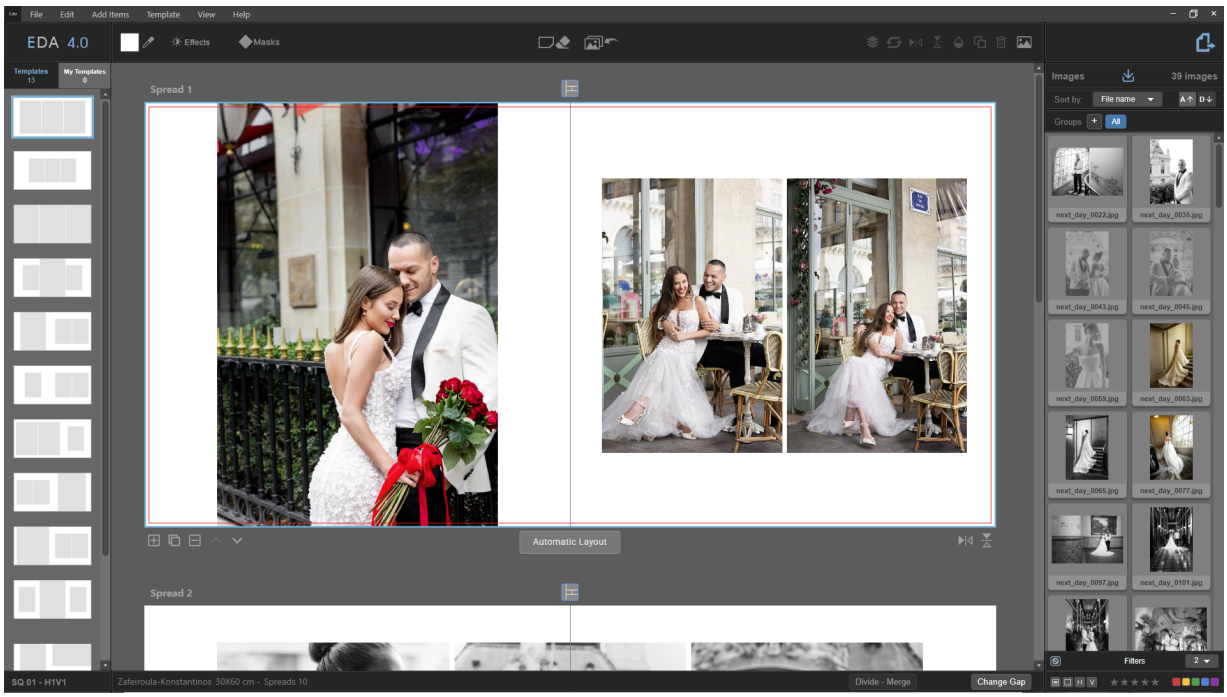
EDA 4.0 is designed to support an efficient workflow, giving photographers the flexibility to focus on their images and creativity while preparing their albums for printing and binding.

Important: For the best experience, keep EDA 4.0 updated to the latest available version and refer to the relevant sections of this help file for guidance on individual tools and workflows.

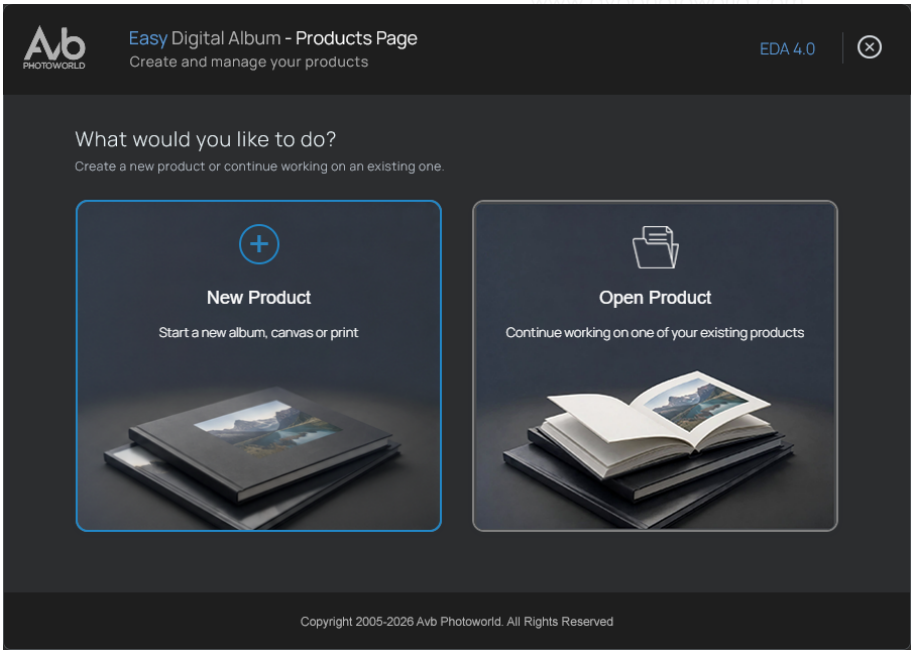
1.1. **Application Overview**

EDA 4.0 provides a streamlined workspace for creating and managing photo albums and other photographic products. The application offers dedicated tools and workflows for each product type, helping you organize your images, design your layouts, and prepare your work for export.

The following sections introduce the main areas of the application and explain how to use their features.



2.0 Products Screen



2.1 About the Products Screen

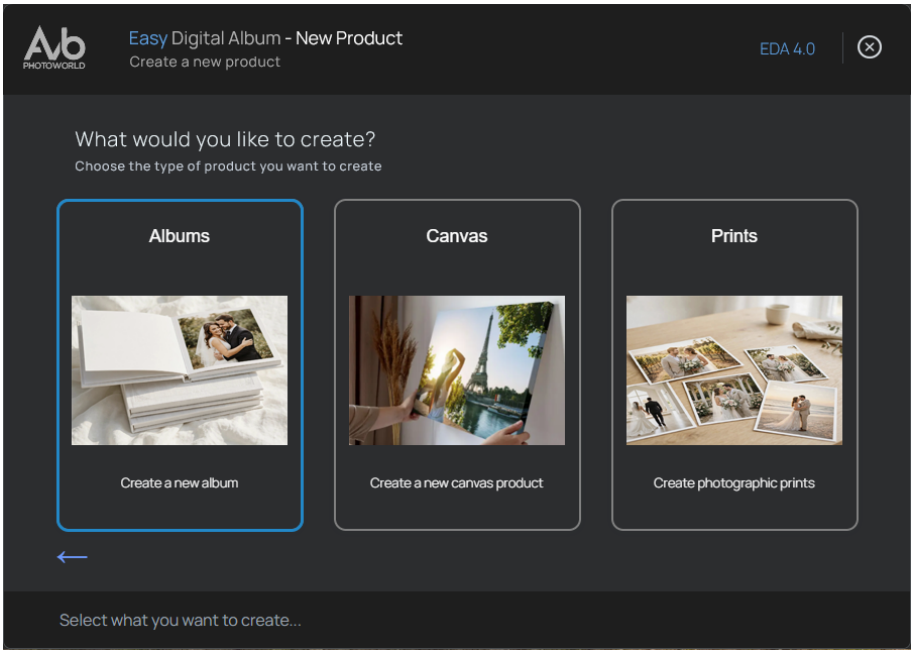
The first screen you see when you open EDA 4.0 is the Products Screen. From here, you can create new products or access products you have already created. Two clearly labeled buttons guide you through these actions: New Product and Open Product.

To create a new Album, Canvas, or Print, click New Product and follow the steps for the product you want to create. To access products you have already created, click Open Product. The following sections explain the options available under each action in detail.

2.2 New Products Screen

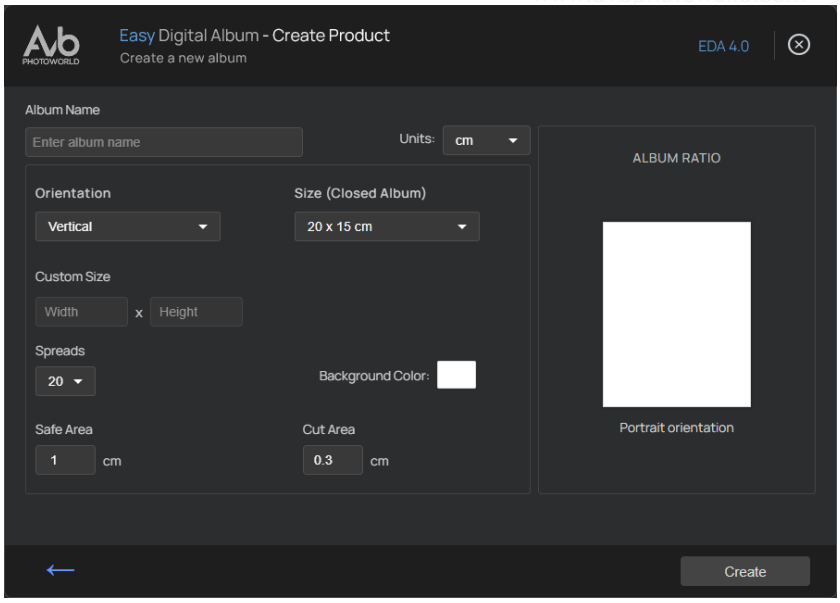
When you click New Product on the Products Screen, the New Products Screen appears, allowing you to choose between creating a new Album, Canvas, or Print. Click the button for the product you want to create to open its corresponding specification screen.

Each product has its own dedicated specification screen, with options tailored to that product's requirements. This keeps the creation process clear and organized, guiding you through the settings relevant to the product you have selected.



3.0 Create a new Product

3.1 About the Products Screen

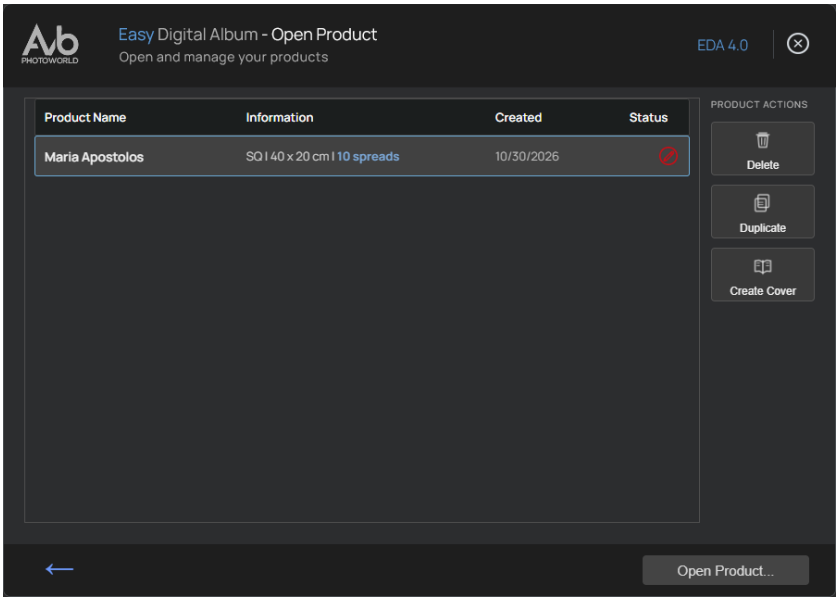


After selecting **Album** from the Product Selection screen, the **Create Product** window appears. Here you can define the basic settings and dimensions of your album before starting the design.

- Enter a name for your album to identify your project.
- Choose the measurement unit for the album dimensions.
- Select Vertical or Horizontal orientation.
- Choose one of the available predefined album sizes. The dimensions refer to the closed album.
- Alternatively, enter your own width and height to define a custom album size.
- Select the number of spreads for your album.
- Choose the background color for the album pages.
- Set the safe area distance. This defines the area within which important design elements should remain to avoid being too close to the edges.
- Set the cut area distance, accounting for the trimming of the printed pages.

Once all settings are complete, click **Create** to create your new album.

3.2 Open an Existing Product



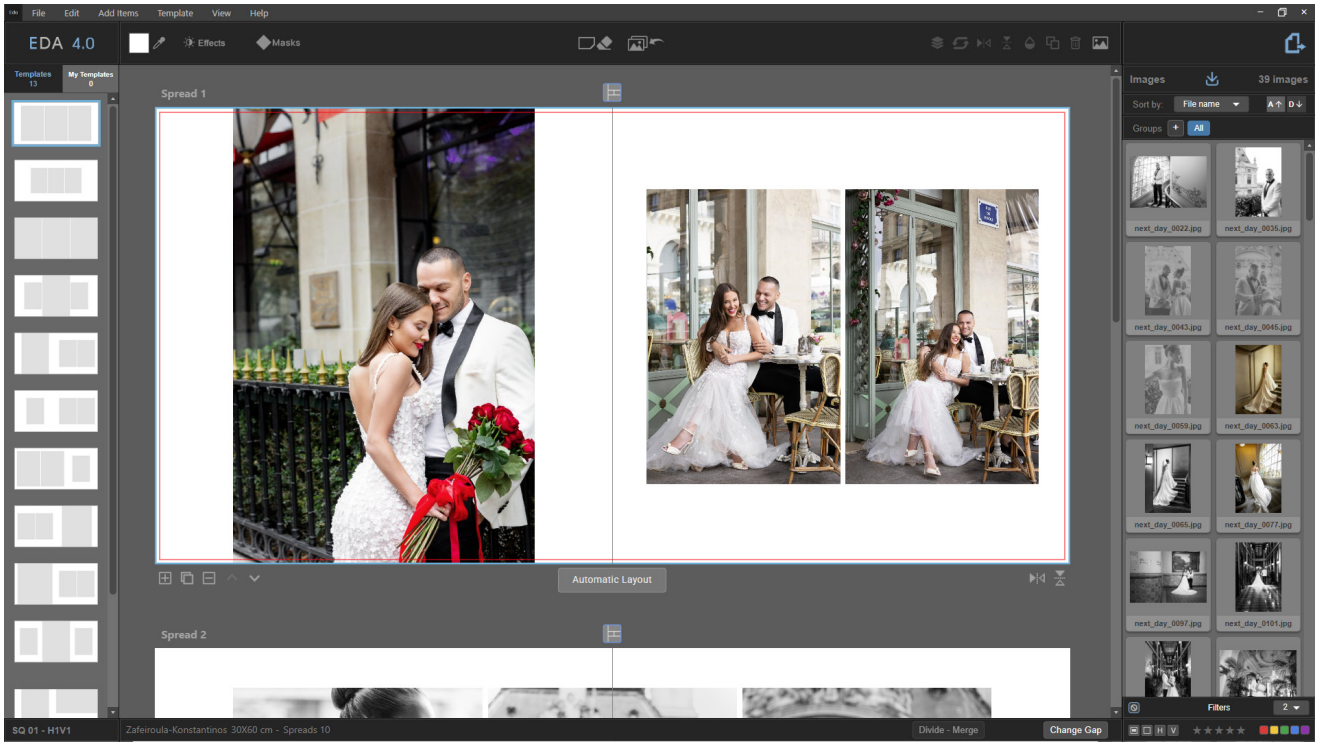
The Open Product screen displays your previously created projects. Select a product from the list to view its information and available actions.

After selecting a product, you can use the available actions on the right:

- **Delete:** Delete the selected product.
- **Duplicate:** Create a copy of the selected product.
- **Create Cover:** Create a cover for the selected product(available for albums only)

To continue working on a project, select it from the list and click **Open Product** at the bottom of the window

4.0 Spread Creation Screen



4.1 How to create your album Spreads

On the Spread Creation Screen, you can design your album spreads and prepare them for printing.

4.2 Import your Images

The first step is to import the images you want to include in your album. Click the Import Images button in the upper-right corner of the screen and select the images you wish to use.
Once the import is complete, you can begin creating your spreads..

4.3 Image Filters

The Image Filters at the bottom of the image panel allow you to filter your images and quickly find the ones you need. You can filter images by:

- **Horizontal** images
- **Vertical** images
- Images that have already **been used** in a spread
- Images that have **not been used**
- **Star** ratings
- **Colour labels**

You can also remove all filters to view **all images** in the panel.

4.4 Rotate-Delete Images

Hover over an image to reveal the Rotate Left, Rotate Right, and Delete buttons. To delete multiple images, select them while holding **Shift,** then press **Delete** on your keyboard.

4.5 Sorting of Images

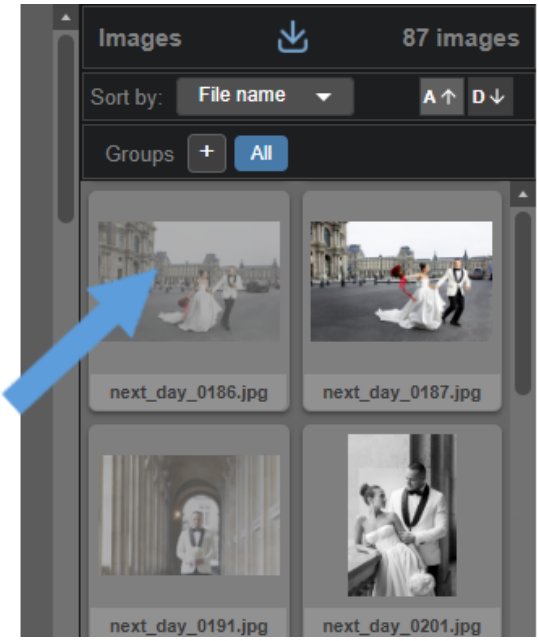
The sorting options allow you to organize your images by Date Taken, Filename, or Size. You can also choose **Ascending** or **Descending** order.

Date Taken: Sorts images according to when they were captured. Ascending order displays the oldest images first, while descending order displays the newest images first. This is particularly useful when images from the same event have been taken by two or more photographers, allowing them to appear in chronological order.
Filename: Ascending order sorts filenames from A to Z, while descending order sorts them from Z to A.
Size: Ascending order displays the smallest files first, while descending order displays the largest files first. Choose the sorting method and order that best suit your needs.

4.6. Marking Used Images

When you drag an image or multiple images onto a spread, the selected images appear slightly faded, making it easy to identify which images have already been used.

You can also use the filter buttons at the bottom of the image panel to display only used images or images that have not yet been added to a spread.



4.7 Spread Function Buttons

A series of function buttons is located at the top and bottom of each spread. From left to right, their functions are as follows:

Load Similar layouts – Allows you to switch to another layout with the same image number

Add Spread – Adds a new spread to your album
Delete Spread – Removes the selected spread from the album
Duplicate Spread – Creates an exact duplicate of the selected spread
Move Up – Moves the spread one position up in the sequence
Move Down – Moves the spread one position down in the sequence
Flip Horizontal – Flips the direction of the spread in a horizontal layout
Flip Vertical – Flips the direction of the spread in a vertical layout

Automatic Layout

Free Edit Layout – Switches the spread creation from automatic to manual, allowing you to add or remove images without automatically changing the layout

4.8 Top Bar Function Buttons

At the top of the application, you will find several buttons related to images and elements that can be added to a spread. Below is a description of their functions, listed from left to right:

Effects

Effects Palette – Opens the palette to add borders, shadows, and other effects
Clear Spreads - Clear all spreads from images, backrounds, colors, e.t.c
Auto Fiil Spreads - Fills all spreads with images automatically
Change Layer Order – Adjusts the stacking order of elements, front to back
Swap Images – Swaps the positions of two selected images(Shortcut: **S key)**
Flip Horizontal – Flips the selected image horizontally
Flip Vertical – Flips the selected image vertically
Change Opacity – Adjusts the opacity of one or more images simultaneously
Duplicate Item – Creates a duplicate of the selected item, **slot**, **text** or **shape**
Delete Items – Removes one or more selected items
Add Background – Adds a background to the spread and opens its options
Color Palette with Eyedropper – Allows you to assign color to various elements, including spreads, shadows, outlines, and text

5.0 Creating the Album Spreads

Once you have imported your images, you can begin designing your album spreads. Select the images you want from the image panel and drag them onto a spread. EDA 4.0 automatically arranges the images into a layout, preserving their orientation—horizontal images remain horizontal, and vertical images remain vertical.

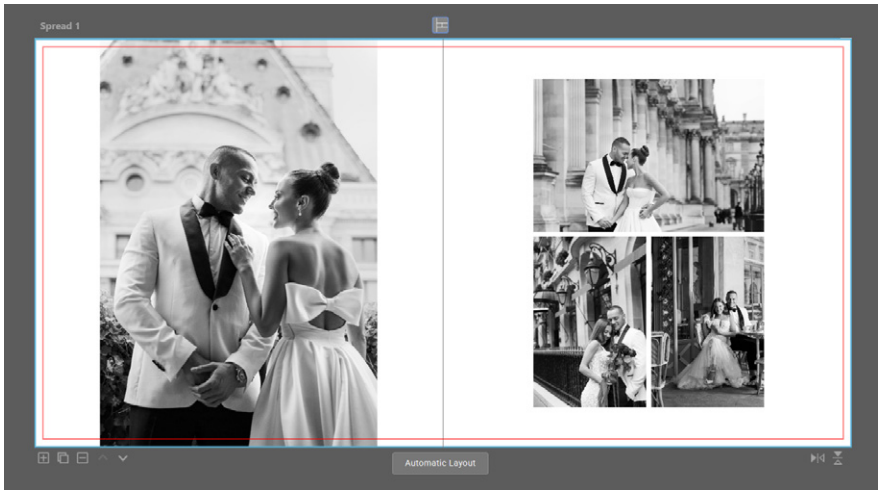
Alternative layout options are displayed in the Templates list, allowing you to choose a different arrangement if the initial layout does not meet your needs.

5.1 Automatic and Free Edit Layout Options

EDA 4.0 provides two layout modes to suit your preferred workflow: **Automatic Layout** and **Free Edit Layout**. The selected mode applies to all spreads in the album.

5.2 Automatic Layout

Automatic Layout places your images into the available slots of the selected layout, arranging them according to the chosen template. It is ideal for quickly creating professional-looking spreads without manually adjusting each image.



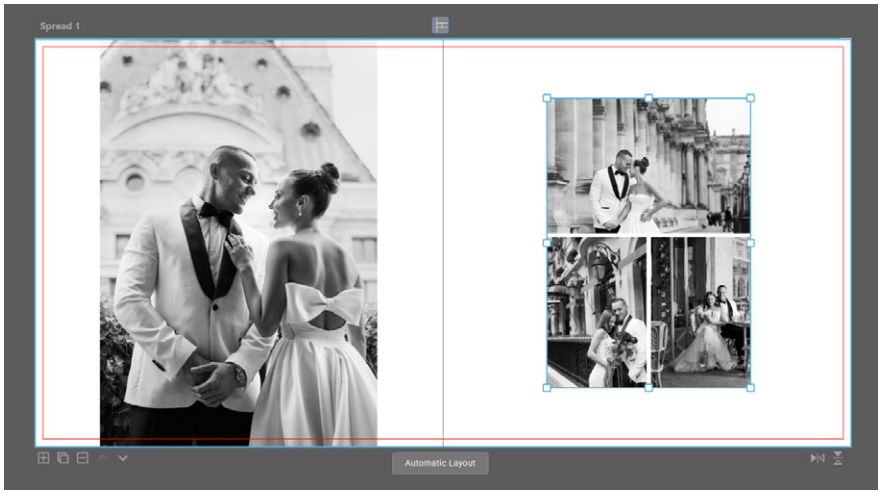
AUTOMATIC LAYOUT

5.3 Free Edit Layout

Free Edit Layout gives you full control over the images on a spread. You can move, resize, and adjust images freely to create your own custom arrangement.
Use Free Edit Layout when you want to:

- Change the position of images.
- Adjust the size of individual images.
- Create a more personalized spread design.
- Fine-tune an automatically created layout.

Note: To move images freely on a spread, make sure **Free Edit Layout** is selected..

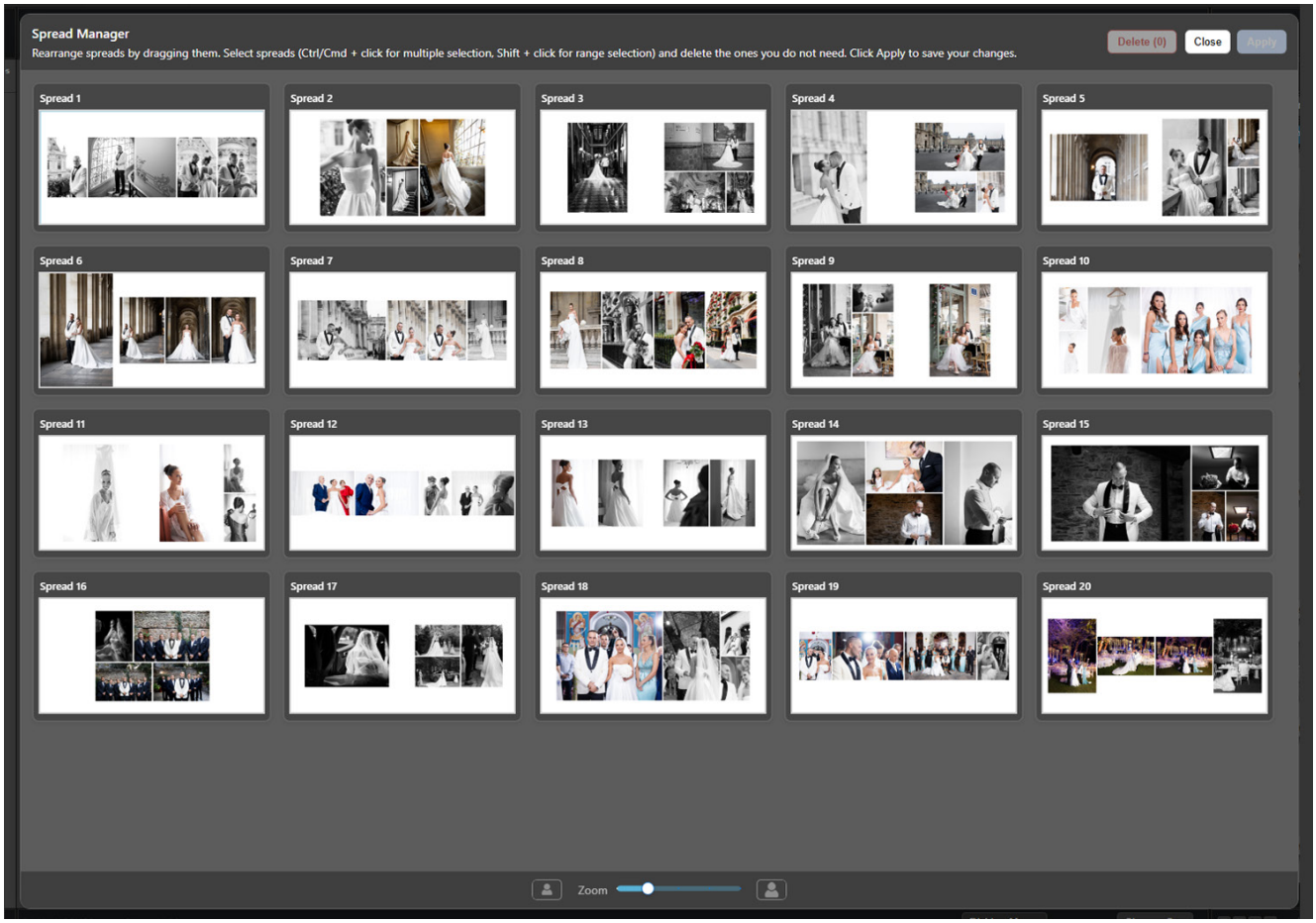


FREE EDIT LAYOUT

6.0 Using the Spread Manager

The Spread Manager provides an overview of all the spreads in your album, allowing you to organize its structure quickly and easily.

You can drag spreads to rearrange their order or delete unwanted spreads. This is particularly useful when working with large albums, as you can review and manage the entire album without opening each spread individually.



6.1 Options

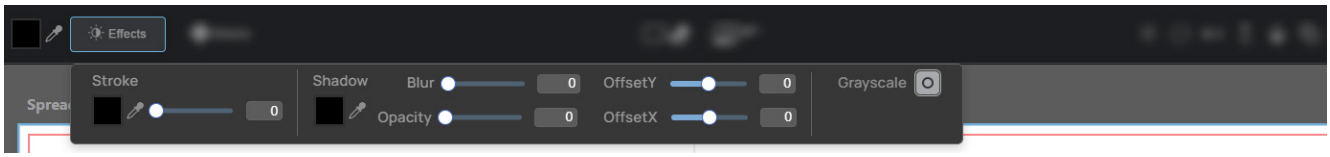
1. **Reorder spreads:** Drag spreads to change their order.

2. **Select multiple spreads:** Hold Ctrl (Windows) or Cmd (Mac) while clicking the spreads you want to select.

3. **Delete spreads:** Click the Delete button to remove the selected spreads.

4. **Apply changes:** Click the Apply button to apply your changes and close the Spread Manager.

7.0 Adding Effects to Items



7.1 How the Effects palette works

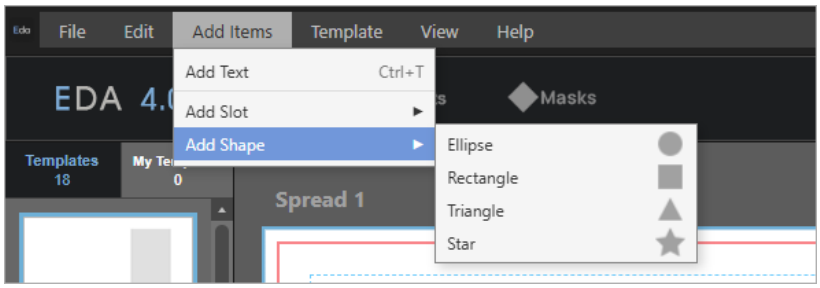
Click the **Effects** button to open the Effects palette. You can apply one or more effects, such as Stroke, Shadow, or Black and White, to one or multiple images at once. Effects are non-destructive and can be removed at any time.

For **Text**, only Stroke and Shadow are available. For **Shapes**, only Shadow is available.

To copy effects from one image to another, right-click the source image and select **Copy Effects** from the menu. Then right-click the target image and select **Paste Effects.**

To close the Effects palette, click the **Effects** button again.

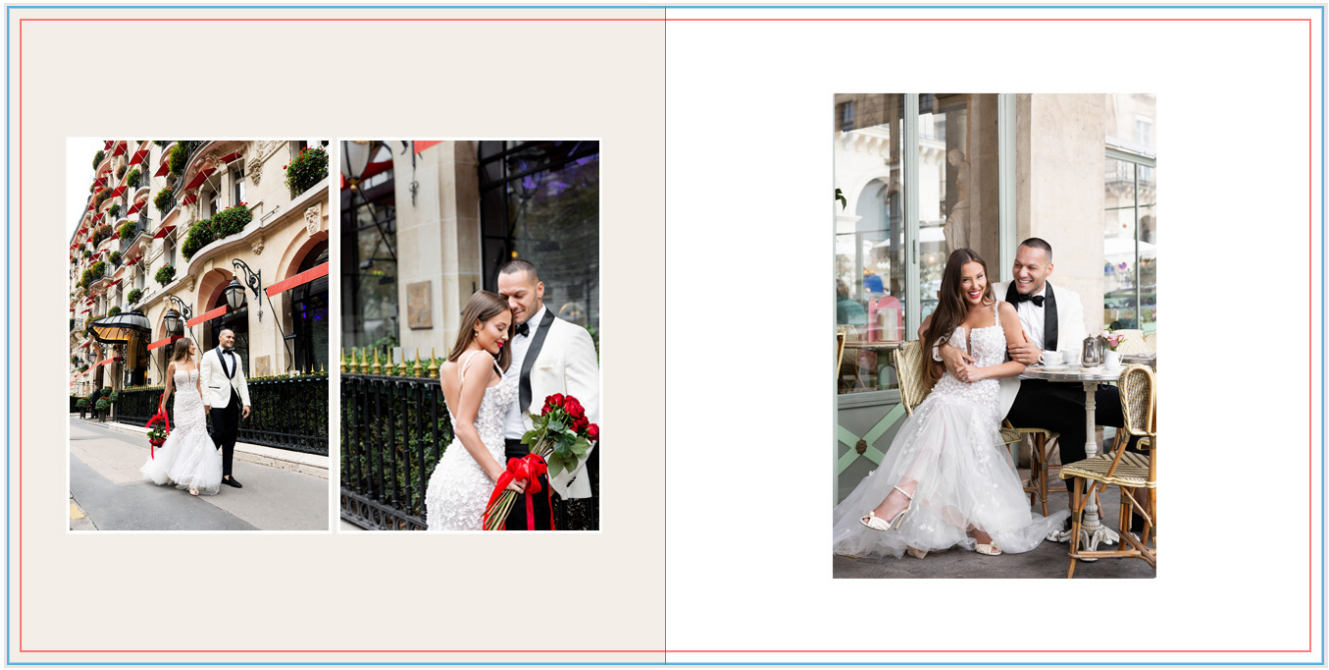
8.0 Adding Shapes



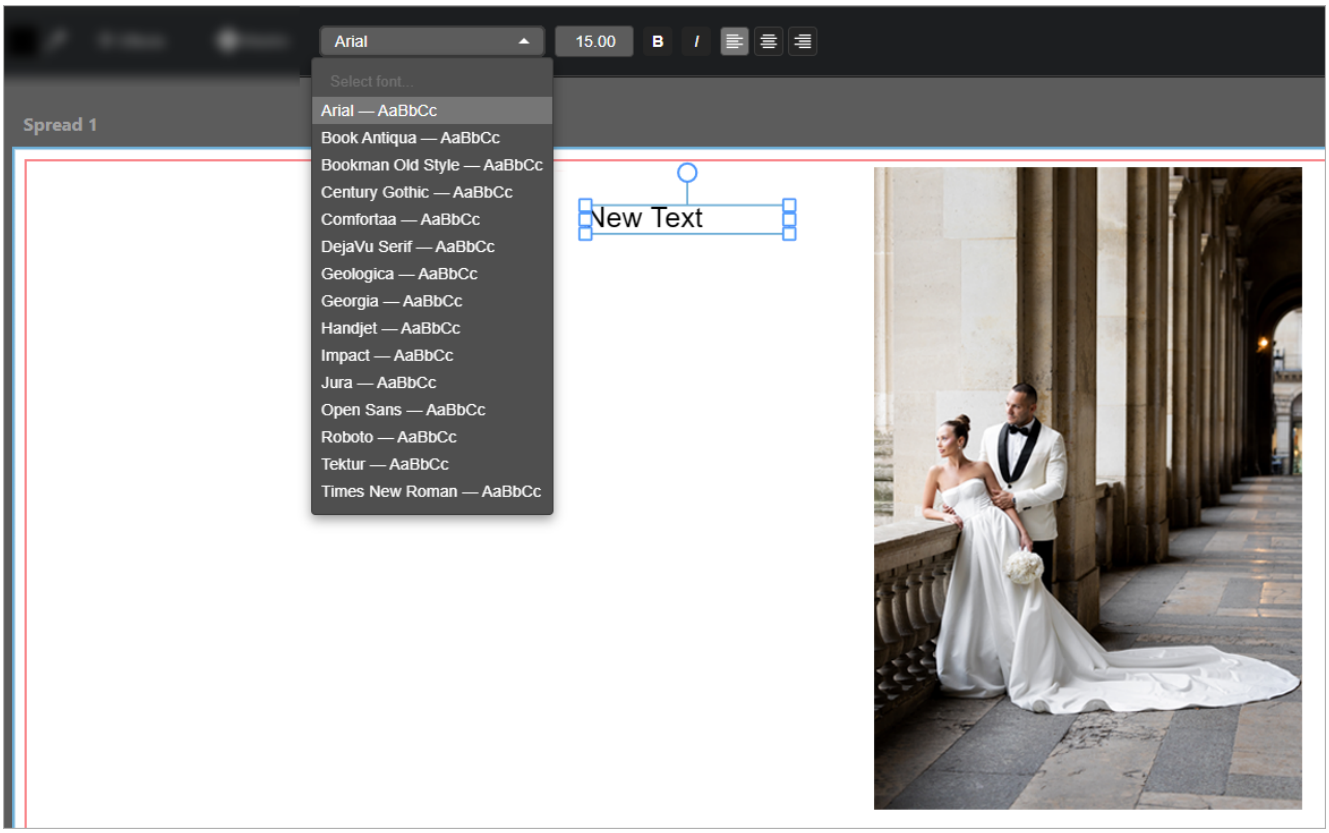
8.1 How the Shapes pallete works

In addition to images, EDA 4.0 allows you to add decorative shapes to your spreads. Four shapes are available: Ellipse, Rectangle, Triangle and Star.

Shapes can give your spreads a distinctive style. For example, in the image below, a light-yellow rectangular shape has been added to cover the left half of the spread.



9.0 Adding Text



9.1 How the Text pallete works

To add text to a spread, select **Add Items** → **Add Text** from the top menu. A new text box named New Text will appear.
Double-click inside the text box to enter your text. Press **Enter** to start a new line.

EDA 4.0 offers a selection of fonts in various styles to suit your design. You can adjust the font size, apply **Bold** or *Italic* formatting, and align the text to the left, right, or centre of the text box.

When you move the text box, **dynamic alignment guides appear** to help you position it accurately in relation to images and other elements on the spread.

10.0 Create Your Own Templates

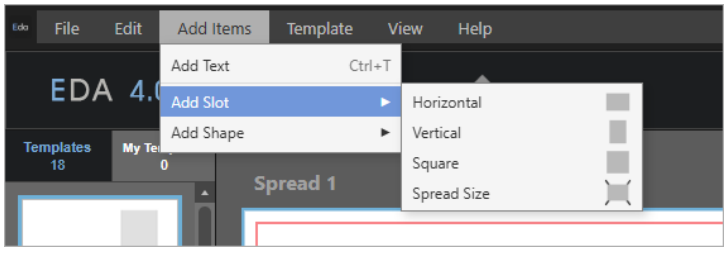
10.1 Creating and Modifying Templates

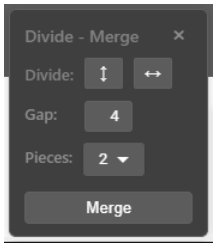
EDA 4.0 includes a wide selection of templates, but you can also create your own layouts or modify existing ones by adding and adjusting slots.

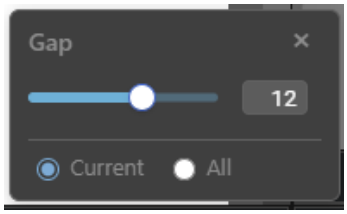
To create a new layout, select **Add Items** → **Add Slot** from the top menu. A new slot will appear on the spread. Drag its edges to adjust its size.

Use the **Divide-Merge** form in the bottom bar to divide a slot into equal sections. You can also use the **Merge** option to combine selected sections.

The **Change Gap** option lets you adjust the spacing between slots. Finally, drag images into the slots to complete your custom layout.







11.0 Saving Your Own Templates

11.1 Saving as Templates the layouts you create

EDA 4.0 allows you to save any template you create in your own templates collection.

Once your layout is ready, select **Save as Template** from the top menu. Your layout will be saved and can be accessed from the **My Templates** panel, next to the Templates panel.

You can also save all the layouts in an album at once. Simply select Save **All Pages as Templates** from the top menu, and all the album's layouts will be saved as templates.
To delete a template, select it in the **My Templates** panel and choose **Delete Template** from the top menu.

EDA 4.0 gives you the freedom to create and save your own layouts, including their text, masks, and other design elements. Whenever you want to reuse a layout, simply select it from **My Templates** instead of starting from scratch.

12.0 Masks

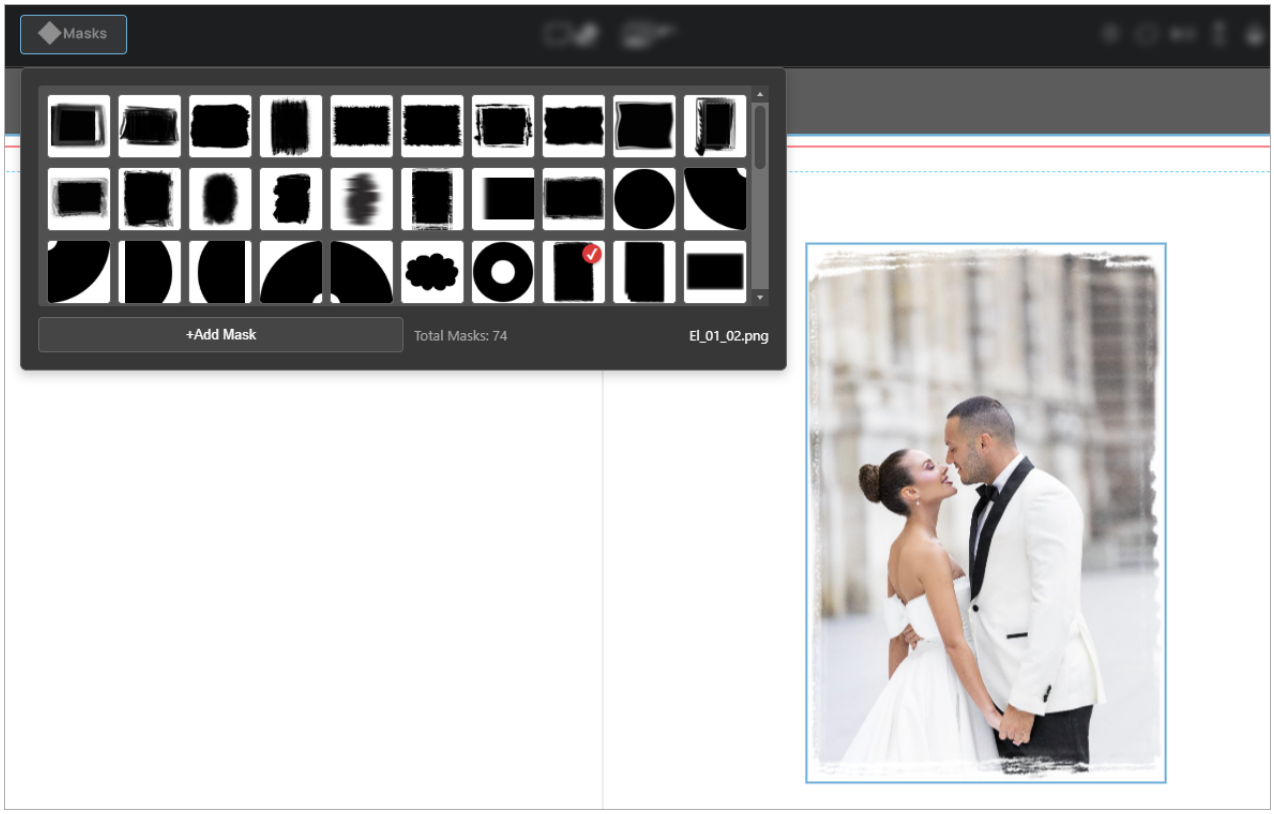
12.1 How to use the Masks

EDA 4.0 includes a selection of masks that you can apply to images. Although they are not needed in every album, they can be useful when you want to create a different look or experiment with alternative layouts.

A mask hides part of an image, allowing it to appear in a particular shape. The edge can be sharp and clearly defined or feathered for a softer, smoother transition. You can choose from different shapes or create your own and load them into EDA 4.0.

To apply one, select the image and click the **Mask** icon in the top toolbar. A list of available options will appear. Select the one you want to use, and it will be applied to the image, hiding the parts that fall outside its shape.

The currently applied option is marked in the list, making it easy to identify which one is in use when you open the list again. To remove it, simply click the selected option once more.



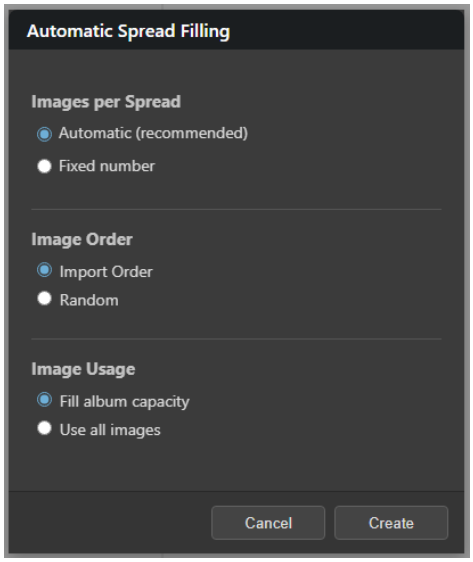
13.0 Auto Fill Spreads

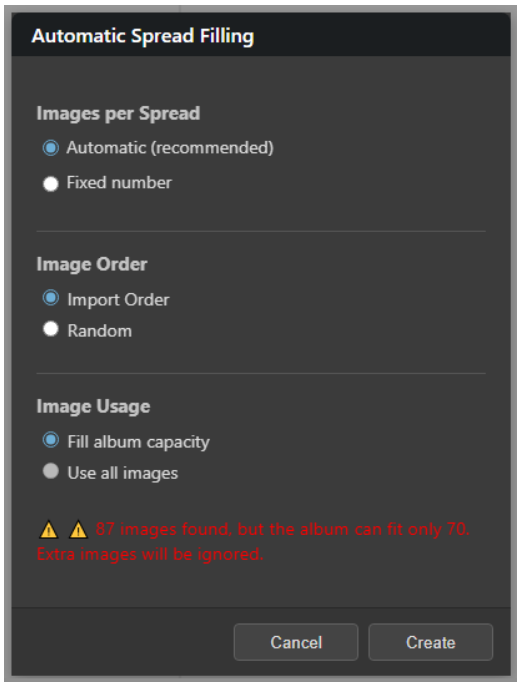


13.1 Automatically Fill All Spreads

The **Auto Fill Spreads** button, located on the top bar, automatically fills all album spreads with images, creating a complete album layout in just a few seconds.

The results may vary each time you use the function because templates are selected randomly. The final layout also depends on the options configured in the **Automatic Fill** settings form.





IIf the number of imported images is either insufficient to fill the album automatically or exceeds the album's capacity, EDA 4.0 will display a notification.

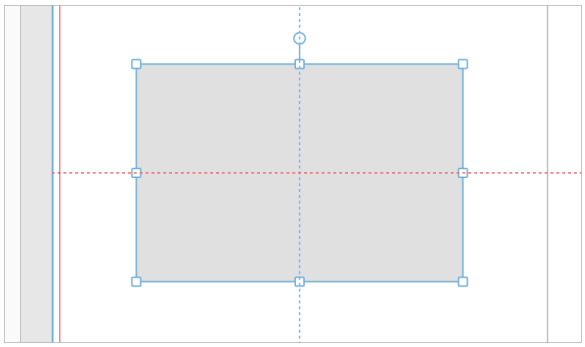
Any extra images that cannot fit in the album will be ignored.

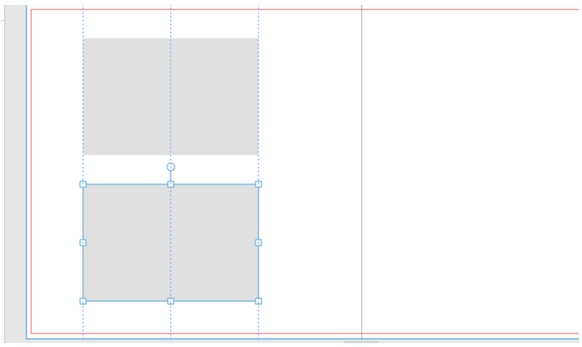
14.0 Dynamic Alignment Guides

EDA 4.0 makes it easy to align images using Dynamic Alignment Guides. When you move or resize an image, a group of images, text, or shapes, the guides appear automatically to help you position elements accurately.
You can use the guides to:

- Align images to the same height or width.
- Centre images on a spread.
- Create precise layouts with minimal effort.

Red guides indicate alignment with the centre of the spread, both vertically and horizontally. All other alignment guides appear in blue.





15.0 Background Settings

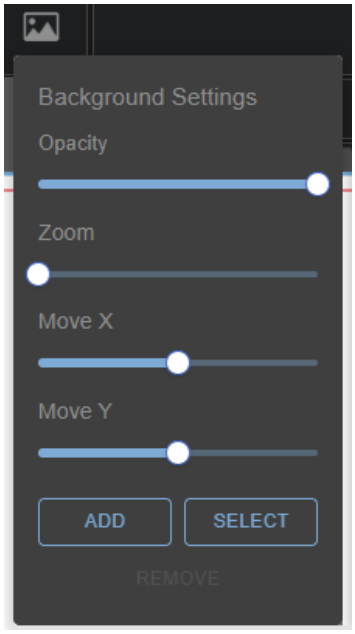
15.1 Adding Custom and Built-in Backgrounds

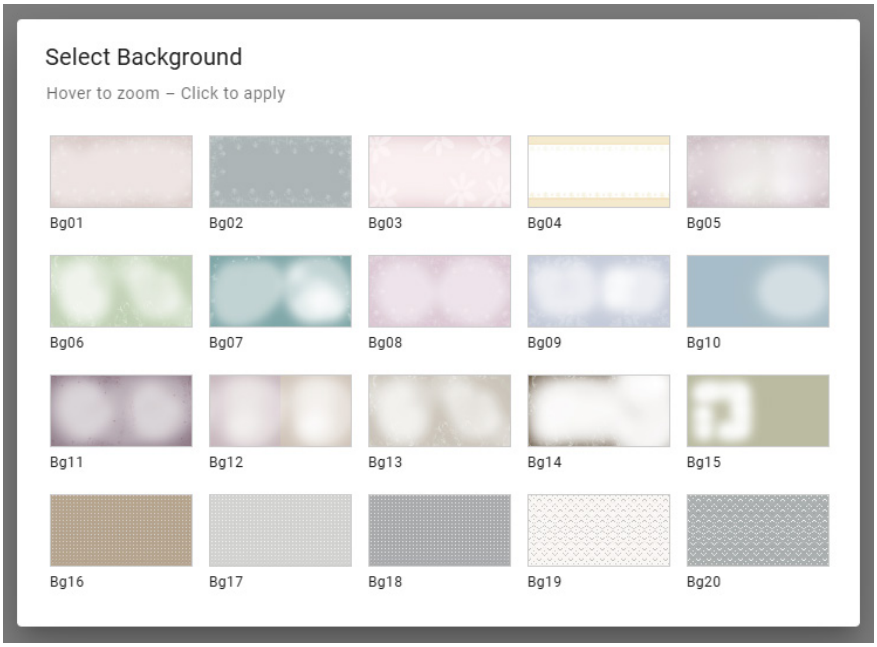
Click the **Background Settings** button to open the Background palette and view the available options.

To add your own background, click **ADD IMAGE** and select an image from your computer. You can adjust its opacity, zoom level, and position using the **Move X** and **Move Y** controls.

EDA 4.0 also includes a collection of built-in backgrounds. Click **SELECT IMAGE** to open the background selection window, then choose a background to apply it to the spread.

To remove a background, click **REMOVE IMAGE** at the bottom of the palette.





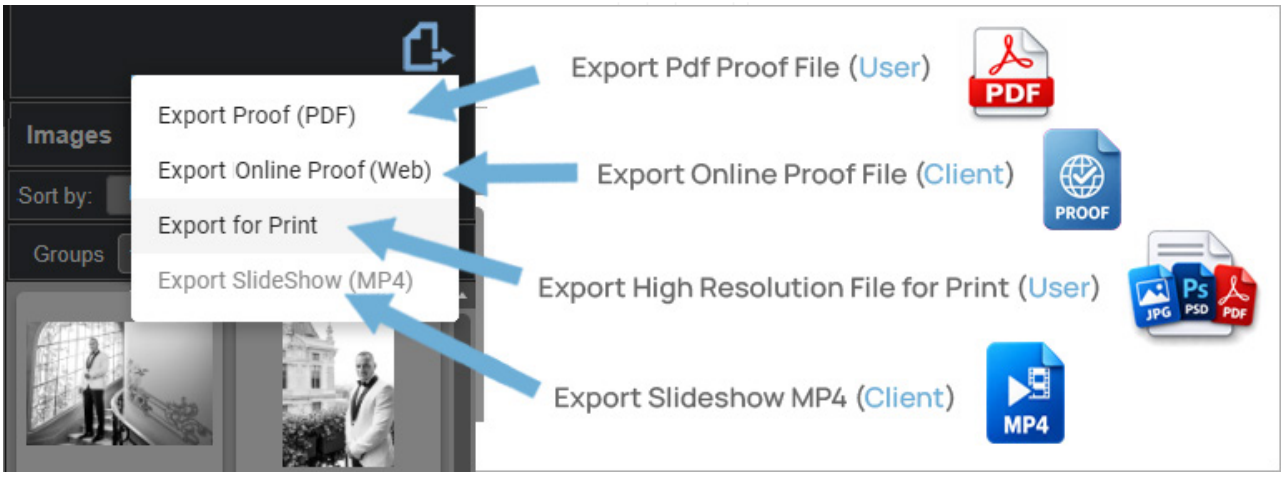
16.0 Apply ZOOM to images

16.1 Zooming and Moving an Image Inside Its Frame

Select an image and double-click it to enter zoom mode. A thick, dashed border will appear around the selected image.
Use the **+** and **–** buttons on the image to zoom in or out, then drag the image to adjust its position within the frame. When you are satisfied with the result, click outside the image frame or press **Enter** to return to the layout.

	
NORMAL	ZOOM MODE

17.0 Exporting Layouts



17.1 Exporting Layouts - Proof, Full Resolution Files & Slideshow

Once your design is complete, you can export it for client review or production. For albums, the recommended first step is to create a proof or an online proof for client review. Make any requested changes before preparing the album for production. Once the design has been approved, export the layouts as high-resolution files for printing. To access the export options, click the **Export button** in the upper-right corner of the application, above the image panel. The available options depend on the product type.

For albums, the export options include: Export Proof, Export Online Proof, Export for Print, Export Slideshow MP4.

Export Proof

For single-page products, the exported PDF contains one page. For albums, it contains one page for each spread. Once the PDF has been generated, a message will prompt you to save the file to your preferred location on your computer. You can export a proof as many times as needed.

Export Online Proof – This option creates a web page containing all the spreads of your album for online client review. After selecting Export Online Proof, enter your client's details and send an email invitation. Your client can view the album online, navigate through the spreads, and add comments below any spread that requires changes. When your client submits their feedback, you receive an email notification. You can then return to EDA 4.0 to review the requested changes. Spreads with client feedback are clearly marked, making them easy to identify. After making the requested changes, you can export a new proof. Previous comments and your replies remain available to the client, providing a clear review history throughout the approval process.

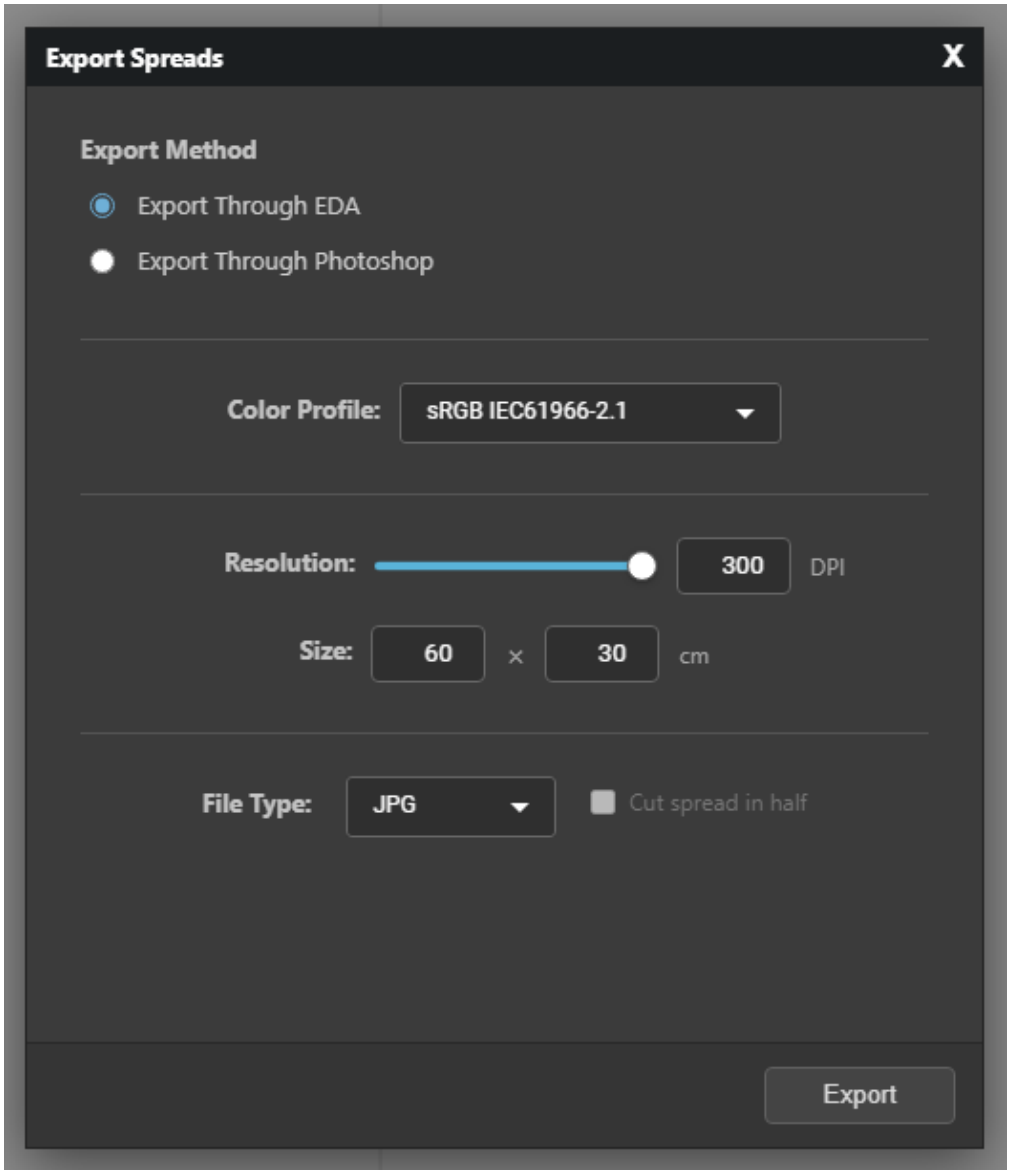


Export for Print – When your album is approved and ready for production, select Export for Print. The export form allows you to choose the file format (JPG or PSD) and adjust the resolution and export size.
You can export the album at a different size, provided it maintains the original album's aspect ratio. For example, a 30 × 30 cm album can be exported at 25 × 25 cm or 20 × 20 cm. This allows you to prepare files for different print sizes without redesigning the album.

Once you have configured the settings, proceed with the export.

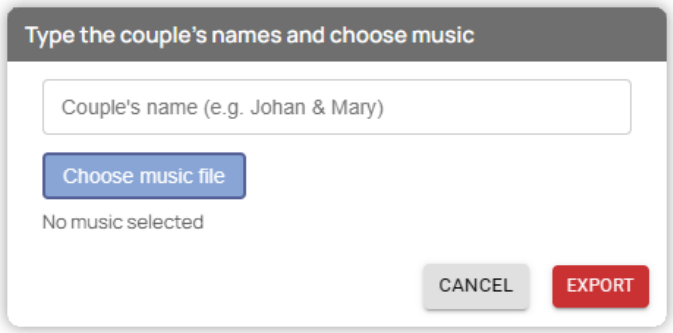
Exporting from Photoshop
When exporting from Photoshop, you have additional options for preparing the pages.
You can select the color profile for your exported files, such as Adobe RGB, sRGB, or ProPhoto RGB, depending on your production requirements.

You can also choose to **split the pages in half** if you are creating a photobook rather than a layflat album.
In this case, you can specify additional space for binding. This space is added to the inner edge of each page: on the left side of a right-hand page and on the right side of a left-hand page.
For example, adding 0.5 cm provides extra space near the binding, helping to ensure that important parts of your layout are not hidden when the photobook is bound.



***Export Slideshow MP4** – This option creates a slideshow with music that you can save on your computer and share with your clients. The slideshow can be viewed on a TV, computer, tablet, or mobile phone.
The slideshow export is available for albums at any time; This option is not available for Canvas or Print products.

When you select Export Slideshow MP4, a dialog window appears. You can optionally enter the couple's names, which will appear in white text on a black background on the first slide. You must also select a music file for the slideshow.



After confirming your selections, the export process begins.
EDA 4.0 first exports the album spreads and then generates the slideshow. The music duration is automatically adjusted according to the number of spreads so that the slideshow fits the music.

The slideshow is exported in Full HD resolution (1920 × 1080 pixels).

When the slideshow has been created, a notification will appear with a link to download the MP4 file. You can then share it with your clients so they can relive these special moments on any device they choose.

Thank You for Choosing EDA 4.0!
We hope this guide has helped you understand EDA 4.0 and its features, and given you the confidence to create beautiful digital albums with ease.

Visit our Support Center for video tutorials and additional guidance.
https://easydigitalalbum.com/support-center/

Special Thanks
We would like to sincerely thank **Dimitris Andritsos Photography** for kindly providing the beautiful images featured in this Help Guide.

His work helps demonstrate the EDA 4.0 workflow through real examples, allowing photographers to better understand the creative possibilities of the platform.

We truly appreciate his contribution and support
https://dimitrisandritsos.com/el/